



Division of  
Community Colleges  
and Workforce  
Preparation

Bureau of  
Community Colleges  
and Career and  
Technical Education

View only access to  
individual districts' CTE  
Program information is  
available at  
[www.edinfo.state.ia.us](http://www.edinfo.state.ia.us)

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## Program of Study (POS) Guidance: Evidence Needed to Indicate “Yes” for Section 1 of the Secondary CTE Reporting Application

February 2011

The State of Iowa's approved Perkins IV 5-year State Plan includes a requirement that districts develop and implement a Program of Study in at least 75% of their CTE programs by FY 2013 (the beginning of the 2012-2013 school year). Beginning with the 2011 Career and Technical Education (CTE) web-based report, districts are asked to provide information on their progress toward meeting the Program of Study requirement. This information will be collected within *Section 1: Update Program Linkage of the CTE Program*:

Career and Technical Education Program

Sections highlighted in red are not complete.

Form	Status	Due Date
Section 1: Update Program of Study Linkage	Not complete	6/1/2011
Section 2: Update/approve Courses in Program	Approved on 1/27/2011 10:25:25 AM	1/29/2011
Section 3: Update/approve Students in Program	Not complete	6/1/2011
Section 4: Update Secondary State Assistance Financial	Not complete	8/2/2011

In response to requests from the field, the Department is providing this document to identify what must be in place for a district to indicate “Yes” in response to the question, “Program of Study (POS) Completed?”

Service Area	Career Cluster	CIP Title	Program of Study (POS) Completed?
Business	04 Business, Management and Administration	ACCOUNTING AND BOOKKEEPING 5203020000 02 02 11 22 0	<input type="radio"/> Yes <input type="radio"/> No

This should be viewed as a beginning phase of a district's ongoing process to develop and implement quality CTE programs.

### General Requirements: All CTE Programs

A CTE program designed as a Program of Study must meet the general requirements contained in the *Code of Iowa* and *Iowa Administrative Code* that apply to all CTE programs, including, but not limited to the following:

\*An Advisory Committee/Council is in place, functioning, and reflective of the required membership *Iowa Code 258.9; 281—IAC 12.5(5)(i)*

\*An articulation agreement is in place and current *281—IAC 12.5(5)(i); 281—IAC 46.7(3)*

\*Courses are taught by appropriately licensed instructors *281—IAC 12.4(256)*

**Designing and implementing a quality Program of Study is a continuous process.**

**Districts are advised to work with Department CTE discipline consultants when designing Programs of Study. Contact information is included within the Resources list on the following page.**



**An active advisory committee, partnerships with business and industry, and collaboration with postsecondary institutions help establish direction of district CTE programs.**

### Specific Requirements: Program of Study

**I**n addition to the general requirements that apply to all CTE programs, each local program designed as a Program of Study, as required by Perkins IV (Public Law 109-270\*), must include evidence of the following items. Each of the items must be in place and available for Department review.

- 1) Content standards and benchmarks
- 2) List of critical competencies identified by the Advisory Committee/Council that will be included within the Technical Skill Attainment Assessment(s), including:
  - A. Evidence the critical competencies have been approved by the Advisory Committee/Council
    - i. Committee meeting minutes indicating approval, with date
  - B. Evidence the critical competencies have been approved by a postsecondary institution
    - i. Name, title, and signature of the postsecondary representative
    - ii. Date of approval
- 3) Program of Study course sequence (i.e., "Drawing Board"), including:
  - A. Academic and technical content
    - i. Incorporating the Iowa Core (including 21<sup>st</sup> Century Skills)
  - B. State of Iowa and local high school graduation requirements
  - C. Non-duplicative progression of courses consisting of a minimum of three units of CTE coursework
  - D. Linkage to at least one postsecondary program
- 4) Description of how the Program of Study Course Sequence (i.e., "Drawing Board") is, or will be, shared with stakeholders, including:
  - A. Sharing with students in grade eight prior to completion of the core curriculum plan (a.k.a., "8<sup>th</sup> Grade Plan")
- 5) Approved Technical Skill Attainment Assessment(s), including:
  - A. A copy of the assessment(s), if available
  - B. Identification of the proficiency level to be attained for each assessment
  - C. Evidence the assessment(s) has been approved by the Advisory Committee/Council
    - i. Committee meeting minutes indicating approval, with date
  - D. Evidence the assessment(s) has been approved by a postsecondary institution
    - i. Name, title, and signature of the postsecondary representative
    - ii. Date of approval
- 6) A plan for annual review and continuous improvement of the Program of Study, including:
  - A. Annual review of Secondary Career and Technical Education Performance Indicator data

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\* Career and technical programs of study are described in Title I, Part B, Section 122(c)(1)(A)(i)-(iv) and addressed in the Iowa Perkins IV Five-Year State Plan, pages 18, 28, 69, and 73

## Resources

### US Department of Education Web Site (<http://www.ed.gov/>)

Carl D. Perkins Career and Technical Education Act of 2006  
<http://www2.ed.gov/policy/sectech/leg/perkins/index.html>

### Iowa Department of Education Web Site (<http://www.iowa.gov/educate>)

Perkins Overview, Perkins IV 5-year State Plan, and CTE Program Self-Assessment Instruments  
[http://www.iowa.gov/educate/index.php?option=com\\_content&view=article&id=265&Itemid=1428](http://www.iowa.gov/educate/index.php?option=com_content&view=article&id=265&Itemid=1428)

Career and Technical Education Standards and Benchmarks  
[http://www.iowa.gov/educate/index.php?option=com\\_content&task=view&id=263&Itemid=1423](http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=263&Itemid=1423)

Core Curriculum Plan (a.k.a., “8<sup>th</sup> Grade Plan”) [http://www.iowa.gov/educate/index.php?option=com\\_content&view=article&id=1657&Itemid=2467](http://www.iowa.gov/educate/index.php?option=com_content&view=article&id=1657&Itemid=2467)

Secondary Career and Technical Education Program Approval Guidelines  
[http://www.iowa.gov/educate/index.php?option=com\\_content&view=article&id=264&catid=184&Itemid=1429](http://www.iowa.gov/educate/index.php?option=com_content&view=article&id=264&catid=184&Itemid=1429)

### Career Clusters Web Site (<http://www.careerclusters.org/index.php>)

Plans of Study  
<http://www.careerclusters.org/resources/web/pos.cfm>

Knowledge and Skills Charts  
<http://www.careerclusters.org/resources/web/ks.php>

### Perkins Collaborative Resource Network Web Site (<http://cte.ed.gov/>)

Programs of Study Design Framework (graphic, components & subcomponents)  
<http://cte.ed.gov/nationalinitiatives/rposdesignframework.cfm>

Programs of Study: Local Implementation Readiness and Capacity Self-Assessment  
<http://cte.ed.gov/docs/POSLocalImplementationTool-9-14-10.pdf>

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